

**Supplemental Questionnaire**  
**COMPUTER SPECIALIST (Programmer), FG-0334-11**  
**Department of Transportation**  
**FEDERAL AVIATION ADMINISTRATION**  
**Mike Monroney Aeronautical Center AMI-500**

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**Section 1: Minimum Qualifications/Specialized Experience**

1. From the descriptions below, select the letter corresponding to the statement that most clearly and accurately describes your highest level of education and/or experience. Select only one letter.
- A.** I have at least 52 weeks of specialized experience which is equivalent to the FG-9 level, utilizing the ADABAS database, COBOL (or COBOL II) and NATURAL programming languages. I also have experience in utilizing Job Control Language (JCL) in support of complex production batch processing which runs without the aid of an automated scheduling package (i.e., Control M).  
**OR**  
I have 3 years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree, where my major field of study was computer science, information science, information systems management, mathematics, statistics, operations research, or engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field.  
**OR**  
I have a combination of graduate education and specialized experience. (To meet this requirement, you must have completed **more than** two full years (36 semester hours) of graduate education in a field directly applicable to the work of a computer specialist, and you must have specialized experience working as a computer specialist equivalent to the FG-9 or higher level in Federal service. The combination of education beyond the 2nd year in graduate school and specialized experience must equal **at least one full year** to qualify).
- B.** I do not have specialized experience or education as described above, but I believe I can perform the duties of this position.

**Section 2: Quality Ranking Factors**

For each of the following statements, circle the letter for the response that most accurately describes your level of experience in performing the task described, using the table below. Circle only one letter for each statement.

- A - I have had no experience or training in this.  
B - I have had education or training only in this, but no experience.  
C - I have occasionally performed this task under close supervision.  
D - I frequently and independently performed this task under normal supervision.  
E - This task was/is a major part of my job, and I am considered an expert performing it.

	<b>Circle the appropriate letter.</b>				
2. Test and diagnose software problems.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
3. Determine course of action to resolve problem.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
4. Monitor operation of assigned programs to determine if the software is performing correctly.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
5. Create and modify the job control language.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
6. Review production control logs and operator messages for purposes of finding potential problems in the standard system before they occur.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
7. Analyze possible system deficiencies.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
8. Provide staff-hour estimates of programming time required for proposed information technology projects.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
9. Develop flow charts.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
10. Develop run to run interfaces.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
11. Recommend needed redesign studies.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
12. Review proposed regulations and procedural Changes to determine impact on area of responsibility.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
13. Investigate feasibility of alternate design approaches.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
14. Determine detailed sequences of action in program logic and batch processing flows.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
15. Code programs.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
16. Test programs.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
17. Debug programs.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
18. Respond to problems by diagnosing and correcting errors in logic and coding.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
19. Support software in COBOL or COBOL II.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
20. Support software in NATURAL.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
21. Support software in ADABAS SQL.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
22. Document changes made to the software systems in the system support documents.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
23. Determine which files go on tape and which on disk.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
24. Determine how long to keep backups.	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>

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|---|----------|----------|----------|----------|----------|
| 25. Design internal program structure of files and records.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 26. Develop and maintain processing restart documentation.  | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 27. Write computer operator instructions for assigned programs at the level of the program user. The instructions should be clear, concise, easy to use and understand. | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 28. Use OS/MVS operating system on large mainframe computer hardware (such as an IBM 370/4341/308X).  | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 29. Use Microsoft Windows operating system.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 30. Develop documentation for operations.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 31. Develop and maintain processing flow documentation.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 32. Generate reports on status of assigned projects.  | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 33. Provide user support via telephone.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 34. Prepare feasibility studies.  | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 35. Prepare implementation studies.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 36. Prepare specifications.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |

**I certify that, to the best of my knowledge, all the information provided on this form is true, accurate, and complete.**

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**Name**

\_\_\_\_\_

**Date**